

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on February 5, 2014

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held on the 5th day of February 2014. Present were the following board members: Jan Johansen, Randy Meyer, Sally Reinert and Twila Preston. Ardel Bengtson was absent. Also in attendance was Library Director Dave Mixdorf. Also in attendance was a woman who is deciding if she knows sufficient English to apply to be a member of the board. Ms. Preston volunteered to take the minutes in the absence of Ms. Bengtson. The meeting was called to order at 5:32 p.m. by President Randy Meyer and he stated that a copy of the Opens Meeting Act is posted on the north wall of the meeting room and is available for review by all those in attendance. Minutes of the monthly meeting held on December 4, 2013 had previously been distributed to Board Members. The minutes of the December 4, 2013 meeting were corrected and approved after a motion by Mr. Johansen and a second by Ms. Preston.

Correspondence and Communication:

Mr. Mixdorf received an e-mail from a former patron who stated that his/her new town's library was nothing like the South Sioux City library and she/he was considering moving back. Also received inquiries from staff at the Sioux City Public Library asking how we get all the programming done that we do.

Librarian Report:

Monthly usage statistics were distributed and discussed. Mr. Mixdorf noted that we were still doing well. Computer use is down some, but that is because staff is not allowing the younger boys to use the computers for extended periods of time. Christmas wreath auction netted more funds than in the past. He also noted the following: began a cooking class named Library Eats, the writers group (Scribes) meets the 3rd Monday of the month, Cover to Cover meets the 2 and 4 Mondays, Tangled Yarns meets every Tuesday, Garden Group is scheduled to prepare for the year, received purchase approval for replacing patron computers, received a grant for 2 AWE computers, participated in a Lego computer competition at the high school on January 25, attended an emergency training program at the Law Enforcement Center on January 23 and 24, there was an author visit by Greg Kurzawa who wrote Gideon's Wall, attended the Great American Research at Covington Elementary, there is a Muslim Journeys program which consisted of a book talk on January 6 and a video on February 3, interview for part time library positions is going on, Dave will be attending the online Big Talk for Small Libraries on February 28th, on February 18th there will be a Wax Museum display from 1:15 to 2:50, March 4 at 6:30 pm there will be a speaker on contemporary Islam, and on March 19 the library will be hosting the Nebraska Library group meeting at the library from 10 AM until 12:30 PM.

Old Business:

The library is looking for programming ideas. Cooking group is going well. We are thinking of a quilting class. Brainstormed regarding how to involve more participation from the Hispanic community. We also talked about a cake decorating class. Talked about the new floor in the meeting room, how good it looks and how the new paint adds a special touch too.

New Business:

Talked about the KOHA circulation system and how the library staff is having input to get the system to do things they want it to do. With KOHA accounting is better and one can tell when a book has actually been read. Inventory and shelf reading is also easier. Ms Reinert talked about perhaps doing a collection day for packing Styrofoam and packing peanuts. The Liteform company can reuse this material. We discussed how this could be a good project for the library youth. We discussed collecting one day per month at least seemed reasonable. Ms. Reinert will contact Liteform to

discuss this. Mr. Mixdorf gave the schedule for the One Book One Siouxland activities this year. The book this year is Orphan Train. Talked about the library week activities (April 13th through the 19th). Reel to Reel movie on Tuesday April 15th and Saturday the 19th, cookout for library staff and volunteers April 16th, Chamber coffee hour will be at the library on Friday April 18th, a speaker on Friday the 19th at 1:00 pm. Discussed the need for a new Library Advisory Board member with our visitor. The role of the Library Advisory Board was explained and how it relates to the City Council. Mr. Mixdorf passed out the Garden Group's meeting dates.

Motion to Adjourn:

Motion by Mr. Johansen, second by Ms. Reinert, to adjourn at 6:43 p.m. Motion passed.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on March 5, 2014

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held March 5, 2014. Present were board members Sally Reinert, Ardel Bengtson, Jan Johansen, Twila Preston, Randy Meyer and Library Director, Dave Mixdorf. Randy Meyer called the meeting to order at 5:30, and stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Minutes of the monthly meeting of February 5, 2014 were distributed. The minutes were approved as corrected.

Correspondence and Communications:

None

Librarian report:

The Library monthly usage statistics report was reviewed. Dave noted that the checkout levels were on schedule to pass over 60,000 this year.

The Muslim Journey's program was well attended.

Approximately 75 children attended the Dr. Seuss day reading.

The Tangled Yarns group is up to 12 members.

The Dakota County Extension is conducting a Parents Interacting With Infants (PIWI) class on child development.

Unfinished Business:

KOHA Circulation system – The adult section is 95% complete. The kids section is 10% complete. A record is being kept on improvements that would be recommended.

Recycle – Concerning the Styrofoam collection, Lite Form can use the styrofoam collected. Collection takes place within a set time period on a particular day. Kid groups will help with the separation process.

Our library will be celebrating its 10th birthday on October 9, 2014. The Nebraska Library Conference will take place at the Marina on October 8 – 10, 2014.

New Business:

Library Building – During the summer the tile in the hallway will be replaced, the wall will be patched, and the Café and hallway will be repainted.

The landscaping is being redone on the west side of the building by Executive Lawns. New edging, kid benches, adult bench, and a new sign will be added. The Board toured the west side of the library to view improvements that will be made to improve drainage and the

garden. The city will make the drainage improvements and replace the concrete where necessary.

A discussion concerning the house on the west side of the library took place. A motion was made by Sally Reinert, seconded by Jan Johansen, to “advise that the home on 21st and 2nd Ave. be purchased and then sold with the understanding that it would be moved so that the property could be used for future expansion of the library.” Motion carried.

One Book, One Siouxland will sponsor a program on “The Orphan Train” on April 19.

An adult literacy program was mentioned as a possible library class.

Adjournment:

Moved by Jan Johansen to adjourn, seconded by Twila Preston, to adjourn the meeting. Motion carried. Meeting adjourned 6:39

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on April 2, 2014

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held April 2, 2014. Present were board members Sally Reinert, Ardel Bengtson, Jan Johansen, Twila Preston, Randy Meyer and Library Director, Dave Mixdorf. Randy Meyer called the meeting to order at 5:30, and stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Minutes of the monthly meeting of March 5, 2014 were distributed. The minutes were approved as corrected.

Correspondence and Communications:

Dave received a thank you note from the Dakota County Extension office for the Robotics competition.

Librarian report:

The Library monthly usage statistics report was reviewed.

180 people participated in the free Symphony concert tickets.

Our library will be celebrating its 10th birthday on October 9, 2014. The Nebraska Library Conference will take place at the Marina on October 8 – 10, 2014. The NLA's first meeting for our local hosting of the conference is complete. The next meeting will be April 9 5-7:00 PM. Dave requested help from the board when the conference takes place. Iowa and Minnesota may attend also.

Dave helped with the Garden Show for all three days.

The library will be the sign-up headquarters for the Community Garden.

The Library Eats, Tangled Yarns, and Garden groups are going well.

A Nebraska author will be at the library on April 5.

Unfinished Business:

KOHA Circulation system – The adult section is 98% complete. The kids section is 10% complete. The young adult section is 75% complete. Kids' easy books will require 3-4 months to complete. This includes Juvenile fiction and non-fiction.

Recycle – postponed the discussion

One Book, One Siouxland – April 18 – A Humanities speaker on the Orphan Train will be at the library for a presentation.

New Business:

ALA Library Week activities:

Chamber coffee hour on Friday, April 18 @ 9:30 AM

Cookout for volunteers and staff – April 16 @ 5:00 PM

Public Library Board Certification – suggestions were discussed concerning updating the bylaws in the areas of voting, education, and membership. No action was taken.

The new budget proposal is due in May. Dave will present it to the city council.

Adjournment:

Moved by Jan Johansen to adjourn, seconded by Twila Preston, to adjourn the meeting.

Motion carried. Meeting adjourned 6:31.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on May 7, 2014

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held May 7, 2014. Present were board members Sally Reinert, Ardel Bengtson, Jan Johansen, Twila Preston, Randy Meyer and Library Director, Dave Mixdorf. Randy Meyer called the meeting to order at 5:30, and stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Minutes of the monthly meeting of April 2, 2014 were distributed. The minutes were approved as read.

Correspondence and Communications:

None

Librarian report:

The Library monthly usage statistics report was reviewed. Dave mentioned that Cardinal Days movie will positively effect the adult participation numbers.

A new version of KOHA will be installed next week. The staff continues to update this system.

Unfinished Business:

Our library will be celebrating its 10th birthday on October 9, 2014. The Nebraska Library Conference will take place at the Marina on October 8 – 10, 2014. The NLA's second meeting on the conference will be May 14 in Norfolk. Dave requested help from the board when the conference takes place. Iowa and Minnesota may attend also. Dave is also seeking funds from the Library Foundation to help fund a reception on Wednesday evening, Oct. 7.

Recycle – postponed the discussion

Advisory Board bylaws: Dave has requested that the Advisory board look at areas that may need adjusting before the next evaluation.

New Business:

Smart Investing Class: Dave is working with the Dakota County Extension Agency to create a class on individual investing. A state grant will help to fund the class. Dave, Dan, and Brad Grier are being trained to teach this class. It will take place during April of 2015.

Community Gardens / Farmers Market / Community Orchard: No non-profit group is currently in charge of this. The library has agreed to manage them. The Community Gardens will be located by Bryan school and River Hills Church. The Farmers Market will be located on the north side of the Pizza Hut. Future sites are being investigated. The goal is to have a non-profit group in charge at a later date.

ALA Conference: This will be held in Las Vegas June 26-July 1, 2014. Dave will attend.

ARSL Conference: This conference for small libraries will be held in Tacoma, WA September 3-6, 2014. Dave will attend this.

The new budget proposal was presented to the city council.

Adjournment:

It was moved by Jan Johansen, seconded by Twila Preston, to adjourn the meeting. Motion carried. Meeting adjourned 6:24.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on June 4, 2014

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held June 4, 2014. Present were board members Sally Reinert, Ardel Bengtson, Jan Johansen, Twila Preston, Randy Meyer and Library Director, Dave Mixdorf. Randy Meyer called the meeting to order at 5:30, and stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Minutes of the monthly meeting of May 7, 2014 were distributed. The minutes were approved as read.

Correspondence and Communications:

The Library Foundation has received a letter informing them of a \$500 donation from the family of a deceased past board member.

Librarian report:

The Library monthly usage statistics report was reviewed.
Dave commented that KOHA system is more accurate than the previous program.

Unfinished Business:

Our library will be celebrating its 10th birthday on October 9, 2014. The Nebraska Library Conference will take place at the Marina on October 8 – 10, 2014. The NLA's third meeting on the conference will be June 13 in Norfolk. Dave requested help from the board when the conference takes place. There will be a reception on Wednesday evening, Oct. 7, at the library.

Recycle – Sally Reinert updated the board on this project.

Advisory Board bylaws: Jan suggested several proposed changes. The board was asked to study these before our next meeting. Dave will email the bylaws with suggestions for changes in red. Any other board member should send recommendation to Dave.

ALA Conference: This will be held in Las Vegas June 26-July 1, 2014. Dave will attend.

Smart Investing Class: Dave is working with the Dakota County Extension Agency to create a class on individual investing. A state grant will help to fund the class. Dave and Dan are being trained to teach this class. It will take place during April of 2015.

ARSL Conference: This conference for small libraries will be held in Tacoma, WA September 3-6, 2014. Dave will attend this.

New Business:

None

Adjournment:

It was moved by Jan Johansen, seconded by Sally Reinert, to adjourn the meeting. Motion carried. Meeting adjourned 6:16.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on August 6, 2014

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held August 6, 2014. Present were board members Sally Reinert, Ardel Bengtson, Jan Johansen, Twila Preston, Randy Meyer and Library Director, Dave Mixdorf. Randy Meyer called the meeting to order at 5:30, and stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Minutes of the monthly meeting of July 9, 2014 were distributed. The minutes were approved as read.

Correspondence and Communications:

The Library Foundation has received a donation from the Ed Mahon family in memory of Vivian Mahon.

A "Thank you" letter was received from Tammy Peterson for supplies donated for the Dakota/Thurston County Fair.

A "Thank you" has been sent to the Marmo family along with specially designed bookmarks.

Librarian report:

The Library monthly usage statistics report was reviewed.

Dave commented that the summer kids' program participation was down.

ALA Conference: Dave attended this conference in Las Vegas June 26-July 1, 2014. Lois Lowry was the speaker. Also, the comic book author Stan Lee's presentation was very popular.

Dave attended a panel in Lincoln to help new libraries get started.

Library clean-up will be held July 27. Volunteers will be needed.

Unfinished Business:

Our library will be celebrating its 10th birthday on October 9, 2014. The Nebraska Library Conference will take place at the Marina on October 8 – 10, 2014. The NLA's third meeting on the conference was June 13 in Norfolk. Dave requested help from the board when the conference takes place. There will be a reception on Wednesday evening, Oct. 8, 8:00-10:30, at the library. Food, beverages, and Riversance performers will be there.

Recycle – Sally Reinert updated the board on this project.

Advisory Board bylaws: Jan suggested several proposed changes. The board was asked to study these before our next meeting. Dave will email the bylaws with suggestions for changes in red. Any other board member should send recommendation to Dave. A finished copy will be sent out to board members by August 29. The board will vote on this at the next meeting

Smart Investing Class: Dave is working with the Dakota County Extension Agency to create a class on individual investing. A state grant will help to fund the class. He is looking for volunteers for this finance class.

Repairs on Library Grounds: Twenty different types of prairie plants have been planted in the west flower bed. A new bench is in place.

The west doorway has been repaired. A company that grinds down concrete has repaired the other areas of the cement. Trees have been trimmed or cut down. Hedges will be taken out. The City and Executive Lawns will share the responsibility on this.

A grounds keeper will be hired. This person will share time with the city. It will be a seasonal job.

ARSL Conference: This conference for small libraries will be held in Tacoma, WA September 3-6, 2014. Dave will attend this.

New Business:

Several program changes have been put into place. Reel to Reel is no longer in existence. Tech classes will be on Tuesday and Thursday only. There will be some changes in the summer reading program. Classes on financial literacy and frugal living will be offered.

A Programming flier is being created. This booklet will list all that is happening within the community. Dan and Dave will have a copy ready for approval at the next meeting.

Adjournment:

It was moved by Jan Johansen, seconded by Twila Preston, to adjourn the meeting. Motion carried. Meeting adjourned 6:46.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on September 3, 2014

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held September 3, 2014. Present were board members Sally Reinert, Ardel Bengtson, Jan Johansen, Twila Preston, and Library Director, Dave Mixdorf. Randy Meyer was absent. Because of the absence of board president Randy Meyer Sally Reinert was appointed to serve as president pro tem. Sally called the meeting to order at 5:40, and stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Minutes of the monthly meeting of August 6, 2014 were distributed. The minutes were approved as read.

Correspondence and Communications:

None

Librarian report:

The Library monthly usage statistics report was reviewed.
Dave commented that the summer kids' program participation was down.
Dave brought the board up to date on current programs for the library.

Unfinished Business:

Our library will be celebrating its 10th birthday on October 9, 2014. The Nebraska Library Conference will take place at the Marina on October 8 – 10, 2014. There will be a reception on Wednesday evening, Oct. 8, 8:00-10:30, at the library. Food, beverages, and Riversance performers will be there. Food will be purchased from Hy-Vee. Set-up will be at 5:00. A discussion on the 10th birthday of the library and when to celebrate it was held. Jan made a motion, seconded by Sally, to table this until the October meeting.

Recycle – Sally Reinert updated the board on this project.

Advisory Board bylaws: Dave presented the corrected by-laws to the board. Some corrections are still needed. These will be made and the corrected copy will be sent out to each board member for reading. This will be voted upon at the October meeting,

Repairs on Library Grounds:

The west doorway has been repaired. The broken concrete on the boulevard of 21st street has been repaired with new concrete.

New Business:

Repairs inside the Library:

The computer room and the café will be painted in semi-gloss to make it more washable. The children's area will be painted blue on the bottom six feet with a light color at the top. The rest of the library walls will be touched up.

The board took a tour of the grounds at the back of the building. Noted were trees that need to be replaced and bushes that will be removed. The new part-time groundskeeper will be in charge of maintaining this area.

Adjournment:

The meeting adjourned 6:55.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on October 1, 2014

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held October 1, 2014. Present were board members Sally Reinert, Ardel Bengtson, Jan Johansen, Twila Preston, Randy Meyer and Library Director, Dave Mixdorf. Randy called the meeting to order at 6:30, and stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Minutes of the monthly meeting of September 3, 2014 were distributed. The minutes were approved as read.

Correspondence and Communications:

None

Librarian report:

The Library monthly usage statistics report was reviewed.

Dave commented that computer usage was down due to the kids having their own school computers.

Dave brought the board up to date on current programs for the library.

There is a need for an evening kids' program organizer. Dave is working on filling this position.

Unfinished Business:

Our library will be celebrating its 10th birthday on October 9, 2014. The Nebraska Library Conference will take place at the Marina on October 8 – 10, 2014. There will be a reception on Wednesday evening, Oct. 8, 8:00-10:30, at the library. Food, beverages, and Riversance performers will be there. Food will be purchased from Hyvee. Set-up will be at 5:00. A discussion on the 10th birthday of the library and when to celebrate it was held.

Recycle – No further information is available at this time.

Advisory Board bylaws: Dave presented the corrected by-laws to the board. It was moved by Jan, seconded by Twila, that we accept the by-laws. Motion carried.

Repairs on Library Grounds:

Outside clean-up is complete. The city street sweeper cleaned the parking lot.

Repairs inside the Library:

The kids' area will be repainted. The Café area will be painted after the main library is complete.

New Business:

Maintenance:

There is a potential to hire a new person for library maintenance. This would be a part-time position for 29 hrs. per week. This would be a position that would be shared with the city. Dave will check on setting up a job description and schedule.

Electric car:

The library now has the use of an electric car. A charger will be installed in the west parking lot.

Adjournment:

The meeting adjourned 7:41.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on November 5, 2014

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held November 5, 2014. Present were board members Sally Reinert, Ardel Bengtson, Jan Johansen, Twila Preston, Randy Meyer and Library Director, Dave Mixdorf. Randy called the meeting to order at 5:30, and stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Minutes of the monthly meeting of October 1, 2014 were distributed. The minutes were approved as amended.

Correspondence and Communications:

None

Librarian report:

The Library monthly usage statistics report was reviewed.

An updated stat sheet will be emailed to the board members.

Dave received positive feedback from the Nebraska Library Conference held in October in South Sioux City.

Dave will be attending a conference in Lincoln on the Nebraska Overdrive on November 12.

Unfinished Business:

Repairs inside the Library:

The kids' area painting is half completed. The Café area painting is done. After all is painted, the rest of the library will be touched up. In order to do this the computers and tables will need to be moved. Some of the computers will be relocated to a spot nearer to the Kids' section.

Financial Literacy Classes:

Dan and Dave are finalizing the plans on this. The target date for completion of the plans is in December.

New Business:

Strategic Plan:

Work on this will begin in January. The task will be broken down into committees for particular areas. These committees will meet separately and work on their assigned area. The Nebraska Library Commission requires this for certification. The project must be done in two years.

Technology Plan:

The Nebraska Library Commission requires this for certification. We need to determine the goals for the future in technology for the library. Dave will bring the former plan to our December meeting.

Library Foundation:

The Foundation will donate \$2500 toward the purchase of an Apple Computer and camera.

Library Board Members:

Our board is down to five members. More are necessary to insure a quorum at every meeting. Suggestions were made for possible new members for our library board. Several people will be contacted to see if there is an interest.

Adjournment:

The meeting adjourned 6:27.

President

Secretary

MINUTES OF THE SOUTH SIOUX CITY
PUBLIC LIBRARY ADVISORY BOARD
Meeting on December 3, 2014

The regular monthly meeting of the Advisory Board of the South Sioux City Public Library was held December 3, 2014. Present were board members Sally Reinert, Ardel Bengtson, Jan Johansen, Randy Meyer and Library Director, Dave Mixdorf. Twila Preston was absent. Randy called the meeting to order at 5:30, and stated that a copy of the Open Meetings Act is posted on the north wall of the meeting room and is available for review by all in attendance. Minutes of the monthly meeting of November 5, 2014 were distributed. The minutes were approved as amended.

Correspondence and Communications:

Dave has received a thank you note from the Girl Scouts and the Master Gardeners of Siouxland for his presentation.

Librarian report:

The Library monthly usage statistics report was reviewed.

Unfinished Business:

Repairs inside the Library:

The kids' area and Café area painting is done. The Reference area has been painted with a washable paint.

Financial Literacy Classes:

These classes will begin January 13 at 6:30 PM with a Smart Investing at Your Library class. Other classes will follow January through April.

Strategic Plan:

Work on the Strategic plan will begin in January. The task will be broken down into committees for particular areas. These committees will meet separately and work on their assigned area. The Nebraska Library Commission requires this for certification. The project must be done in two years.

Technology Plan:

The Nebraska Library Commission requires a Technology Plan for certification. We need to determine the goals for the future in technology for the library.

Sally reported that she had met with Pat Boeshart and a meeting is planned after the holidays on the Recycling project.

New Business:

The library has applied for three 3-D printers at a cost of \$2000. These will have the capability of making small items. If all three are received, two will be available for businesses to check out.

Library Board Members:

Helen Sorenson will be approved at the next City Council meeting to become a board member.

One Book, One Siouxland:

The book is Unbroken. Plans are to have a speaker on the North Platte Canteen and to show a movie on this.

Following the meeting the board did a walk-thru in the library to look at the painting that has been done.

Adjournment:

A motion by Jan, seconded by Sally was made to adjourn. The meeting adjourned at 6:23.

President

Secretary